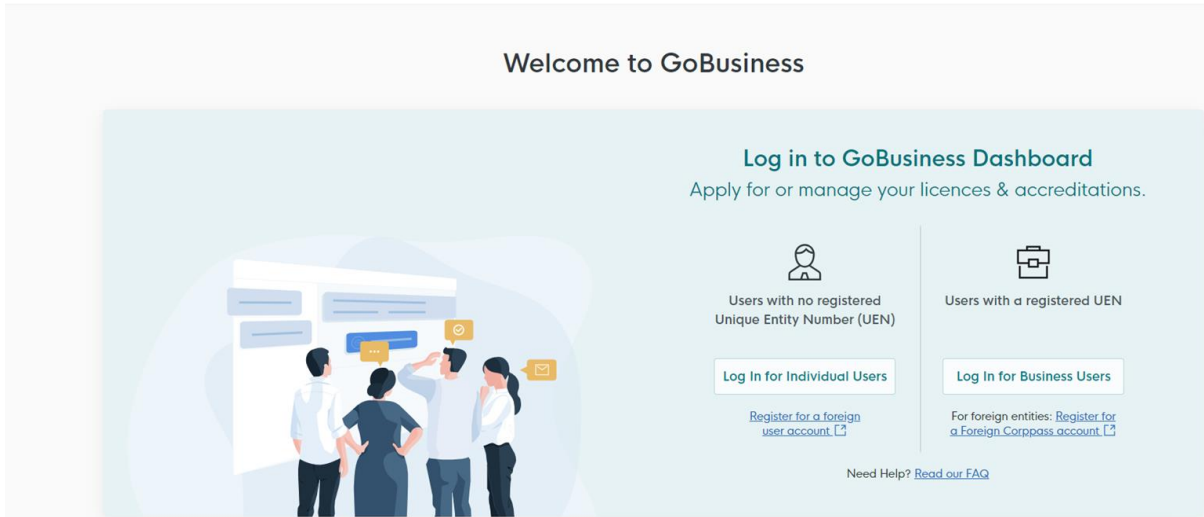# Vocational Licence (VL) Renewal User Guide
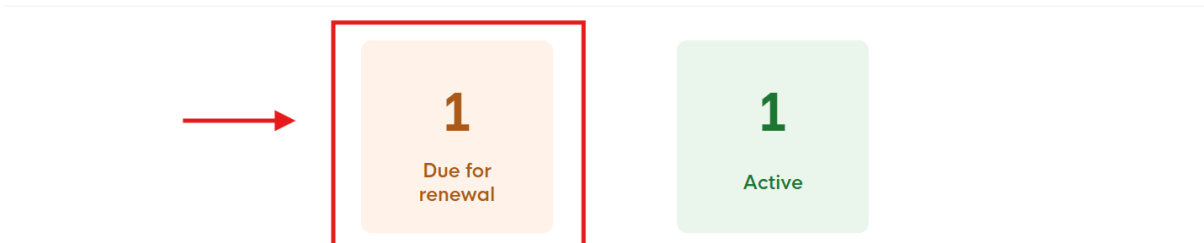
Step 1: Visit GoBusiness (GB) Portal (www.gobusiness.gov.sg) and login with your SingPass or Login ID.
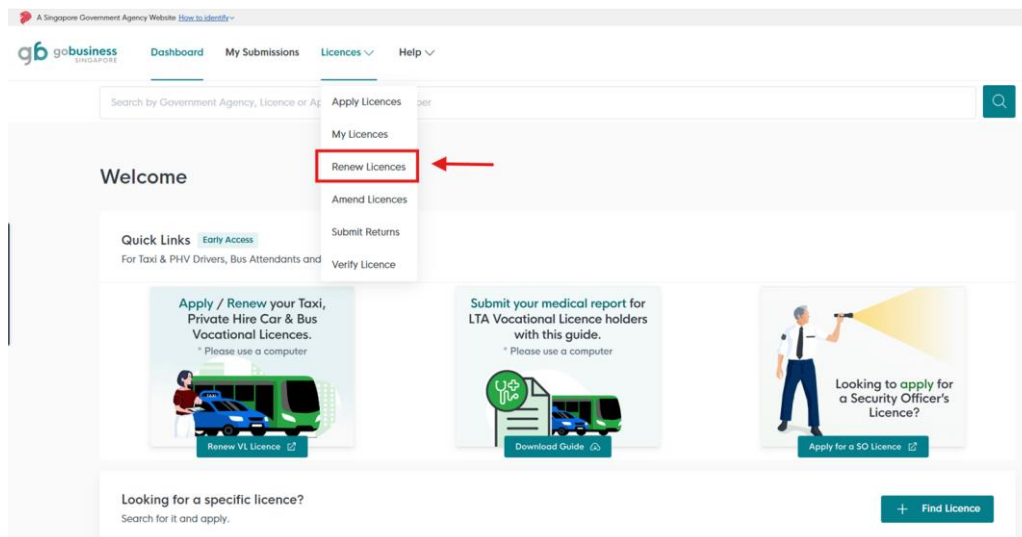

Step 2: Upon successful login, under "Dashboard", scroll down to "My Licences" and click on "Due for renewal" in the dashboard.

Alternatively, you may go to "Licences", and click "Renew Licences".

Step 3: Under "Due for Renewal" tab, select "Renew" under "Action".

Step 4:

Under "Applicant Detail", please select your salutation.

Applicant Detail

Salutation

Select

Name

Default User

ID Type

NRIC

ID No.

████████

Email

████████████

Contact Number

+65 ▼ | ██████

Step 5: Click "Application Details" to proceed.

Address

Postal Code

█████ | Retrieve Address

Block/House No. | **Street Name**

███ | ████████████

Floor/Level ❓ (Optional) | **Unit** (Optional) | **Building Name**

███ | ███ | ███████

Reset Address

Save Draft | Application Details →

Step 6: For holder of a single VL, only 1 VL will be reflected under "Licence Details". For multiple VL types holder, you should see the different VL types under "Licence Details". You are **required to only renew once** to renew all the VL types.

Licence Details

Note:
For holders of multiple Vocational Licence types, you need to renew only once.

Vocational Licence that you are due for renewal

- [ ] Taxi Driver's Vocational Licence (TDVL)
- [x] Private Hire Car Driver's Vocational Licence (PDVL)
- [ ] Bus Driver's Vocational Licence (BDVL)
- [x] Bus Attendant's Vocational Licence (BAVL)

Licence Expiry Date

12/07/2024

Step 7: Under "Medical Conditions", if you are required to complete a medical check-up to renew your licence, "yes" option will be automatically selected for you. Please indicate the date of your medical assessment accordingly. If you see a "no" option selected, no medical check-up is required. Please proceed to **step 8**.

Medical Conditions

Require Medical Declaration

- (•) Yes
- ( ) No

Date of Medical Assessment

DD/MM/YYYY

Step 8: Under "Supporting Documents Required", the documents you are required to upload will be populated automatically for you. Please proceed to upload the necessary documents (ie. refresher notice, medical documents etc.) under **Step 9**.

Supporting Document Required

Mandatory (Optional)

- ☑ Passport size photo
- ☐ Company Document
- ☑ Medical Reports
- ☑ Refresher Certificate
- ☑ Other Supporting Document

Step 9:

Step 9a: To upload documents, click on the "cloud" button.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Medical Reports
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Please include your Medical Memo (If any)

Drop a file here or click to upload

Step 9b: A document link should appear below with a green check message.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

Medical Reports
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Please include your Medical Memo (If any)

blank.jpg (55.5 KB)
✓ Uploaded

Step 9c: To complete the upload of document, click on "Add" below.

Medical Reports

Click "Add" after uploading a file. Multiple files must be uploaded individually.

> **Medical Reports**
> Only 1 file at 5 MB or less.
> File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
> Please include your Medical Memo (If any)
>
> blank.jpg (55.5 KB)
> ✔ Uploaded

⊕ **Add** ←

Step 9d: You should see the document successfully uploaded below.

Medical Reports	Actions
blank.jpg ←	✎ 🗑

Step 9e: Repeat **steps 9a to 9d** for upload of other supporting documents (where required).

Step 10: Under "Acknowledgement", read the declaration message, then check on "Yes" and click "Review Form" to proceed.

Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned

☑ Yes ←

← General Information   Save Draft   Review Form →

Step 11: Review your details provided under "Review Form". Once done, click on "Declaration".

Acknowledgement

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

I hereby acknowledge the above mentioned
- Yes

← Back to Edit   Declaration →

Step 12: Read through the declaration. Check on the declaration box and click on "Make payment".

STEP 4
Declaration
Please scroll to read and acknowledge the following clauses.

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

Private Hire Car Driver's Vocational Licence (PDVL) (LTA)

I declare that I have fully met the requirements of the vocational licence for which I am applying. The information given here is true to the best of my knowledge and I have not willfully suppressed any material fact. I understand that any false declaration may render my application invalid, or if already granted a licence, may result in licence revocation.

☑ I hereby declare that all of the above is true.

← Review Form   Make Payment →

Step 13: Proceed with the on-screen instruction to make payment using a credit card, debit card or PayNow QR code.

Payment

Please review your fees and make payment.

DESCRIPTION	GST	AMOUNT
Taxi Driver's Vocational Licence (TDVL)		
Application Fee	–	$40.00
Subtotal		$40.00
Amount Payable		**$40.00**

Payment method

Please choose a payment method.

Credit/Debit Card →

PayNow QR →

<<End>>